

VOLUNTEER OPPORTUNITY

Position Open: Applications are being accepted until position(s) are filled

Position Title: Personal Computer Specialist (Tucson)

Department/Division: Information Technology Bureau, PC/LAN Support Unit

Workplace Address: 6401 S. Tucson Blvd. Tucson, AZ. 85706

Number of Hours/Week: Hours are flexible.

Days of Work Week: Flexible, Monday – Friday, days worked can be modified to fit volunteer's schedule. .

Start/End Hours: Hours are flexible. Normal work day is 8 AM to 5 PM Monday through Friday.

Position Description: Assist the full time DPS PC Specialist in Tucson with support of personal computer users. The job entails PC troubleshooting to resolve hardware and software problems, installation of new PCs, removal of old PCs, preparing PCs for disposal, and documenting work performed. Volunteer assistance is needed on a long term basis in order to provide improved service to DPS PC users and reduce the work load on the single PC Specialist in the Tucson Highway Patrol office.

Qualifications: Knowledge of personal computer hardware, printers and other peripheral devices, Windows operating systems (2000 and XP Pro), Microsoft Office applications (97 to 2007), and local area networks. At least one year of experience providing support to personal computer users in a networked environment.

Application and Selection Process: Human Resources reserves the right to close this position without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety (ADPS) Human Resources section located at 2102 W. Encanto Blvd. Phoenix, or mailed to ADPS Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Program Coordinator at 602-223-2058.

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